



City of Riverside, California
Personnel Policy and Procedure Manual

Approved:

Human Resources Director

City Manager

Number: VI-1 Effective Date: 07/00

SUBJECT: **STATE DISABILITY INSURANCE (SDI) FOR GENERAL, CONFIDENTIAL, AND REFUSE EMPLOYEES**

PURPOSE:

To provide general information on the State Disability Insurance (SDI) program for an employee's serious health condition (see Policy on Family, Medical, and Pregnancy Disability Leave); to provide information on the reporting of claims; and to provide policy guidelines on the buy-back of sick leave hours.

POLICY:

All regular full-time and regular part-time employees in the General, Confidential, and Refuse Units, shall be covered by the State Disability Insurance Program, a negotiated supplement to the City sick leave benefit for employees in these three units.

Generally, leave taken by an employee under the SDI program qualifies for coverage under the Family, Medical, and Pregnancy Disability Leave (FMLA) policy. Employees and supervisors are responsible for completing all required forms for FMLA leave for tracking purposes and in obtaining necessary approvals. (See Personnel Policy on Family, Medical, and/or Pregnancy Disability Leave for additional information.)

1. Coverage

Any off-the-job illness or injury, either physical or mental, including pregnancy, childbirth, or related medical condition that prevents the performance of regular or customary work by an employee, is covered by the SDI program.

Benefits begin the day after a mandatory 7-day waiting period following illness or injury, unless hospitalized, in which case benefits begin on the first day.

With eligibility established, an employee may:

- A. Receive benefits for up to fifty-two (52) weeks;
- B. Receive benefits based on the wages paid during a twelve (12) month base period (the four consecutive quarters immediately preceding the month in which the claim is filed).
Note: Consult the State Disability Insurance Brochure DE2515 to determine your base period.

- C. Receive weekly payments per SDI, depending on wages paid during the base period.
- D. Receive a full paycheck as long as sick leave is available to supplement SDI payments.

2. Enrollment

Enrollment is automatic and mandatory for all full-time and part-time employees in the General, Confidential, and Refuse bargaining units.

3. Premiums

The employee pays the first \$158.84 of the premiums for SDI, which is deducted automatically each pay period.

4. Claims

To file a claim, an employee must:

- A. Obtain a claim form (Claim Statement of Employee) from: 1) the Human Resources Department, 2) an office of the State Employment Development Department, or 3) the attending physician.
- B. Complete the claim form and sign.
- C. Have attending physician complete the "Doctor's Certificate" portion of the claim form.
- D. Mail the completed claim form to the address provided on the form.

5. Deadline

An eligible employee must file an SDI claim within forty-one (41) days of illness or injury. Late filing shall result in loss of payment for the number of days claim is late unless "good cause" for the delay is established with the State.

6. City Verification

The Payroll Section of the Finance Department shall, when contacted by the State in determining eligibility, verify an employee's salary and last day worked.

7. SDI and Sick Leave/Vacation Leave

An employee with sick leave accruals available must use this paid leave in conjunction with SDI benefits until exhausted. When sick leave is exhausted, an employee shall be required to use accumulated vacation leave and may also elect to use compensatory time to extend full pay as long as possible.

State law prohibits an employee from receiving more than 100% of salary in combined sick/vacation leave and SDI benefits.

SDI benefit checks received by an employee must be endorsed over to the City of Riverside and delivered to the Payroll Section of the Finance Department as soon after receipt as possible, until such time as accumulated sick leave is exhausted. With receipt of each endorsed SDI benefit check, the Payroll Section shall reinstate the number of sick or vacation hours the benefit check shall buy back. These reinstated sick or vacation hours shall then be available for further use by the employee. The percentage credited to the sick leave and/or vacation leave accounts is based on the percentage of hours used from the account during the employee's time off.

When all available leave balances have been exhausted and the employee has insufficient hours to receive a full paycheck, the Unpaid Time hour code should be used on the timecard to reflect unpaid hours. This has no impact on other benefits paid by the City. (Note: See Family, Medical, and/or Pregnancy Disability Policy.)

PROCEDURE:

Responsibility	Action
Employee	<ol style="list-style-type: none"> Obtains, completes, and signs a claim form from the Human Resources Department, an office of the State Employment Development Department, or the attending physician. Provides the claim form to the attending physician for completion of the "Doctor's Certificate." Mails the completed form to the address provided on the form within 41 days.
Human Resources Department	<ol style="list-style-type: none"> Provides SDI claim forms to employee as needed.
Payroll Division	<ol style="list-style-type: none"> Verifies employee salary and last day worked per State request.
Employee	<ol style="list-style-type: none"> Endorses and surrenders SDI check to the Payroll Section of the Finance Department upon receipt.
Payroll Division	<ol style="list-style-type: none"> Processes SDI check and calculates buy back of hours; remits paycheck to the employee, as appropriate.

Department

8. Codes timecard with R9 for time absent from work for which leave hours are unavailable.

Disclaimer: This policy is for internal processes only. Should a discrepancy exist between this document and SDI law, the SDI law will prevail.